

**Minutes of the
Comprehensive Development Plan Advisory Committee**
Thursday, December 16, 2004

Keith Henderson, Chairperson, called the meeting to order at 4:00 p.m.

Committee Members

Present (Name and Municipality):

- Keith Henderson, Chairman, Town of Brookfield
- Sarah Binkowski (attending for Jeff Herrmann), Towns of Genesee and Oconomowoc
- Barb Holtz, Town of Mukwonago
- Colin Butler, Town of Ottawa
- James Siepmann, Town of Summit
- Bill Biersach, Village of Chenequa
- Wallace Thiel, Village of Hartland
- Paul Craig, City of Delafield
- Doug Koehler, City of Waukesha
- Michael Theis (attending for Dan Ertl), City of Brookfield
- William Freisleben, Village of Menomonee Falls
- Nancy Anderson, SEWRPC
- Roland Tonn, City of Oconomowoc
- Walter Kolb, Waukesha County Park and Planning Commission
- Larry Plaster, Village of Butler
- Steve Brunner (attending for Bruce Kaniewski), Towns of Waukesha and Village of North Prairie
- Harlan Clinkenbeard, City of Pewaukee

Committee Members

Absent (Name and Municipality):

- Representative of the Village of Big Bend
- Bart Zilk, Village of Dousman
- George Stumpf, Village of Lac La Belle
- Jeffrey Musche, Town of Lisbon
- Marilyn Haroldson, Town of Merton
- Brian Turk, Towns of Delafield and Vernon
- Rebecca Finn, Village of Elm Grove
- Donald Wiemer, Village of Oconomowoc Lake

Others Present:

- Dale Shaver, Director, Waukesha County Department of Parks and Land Use
- Richard Mace, Parks and Land Use – Planning and Zoning Manager
- Kathy Moore, Parks and Land Use – Senior Planner
- Sandy Scherer, Parks and Land Use – Senior Planner
- Pamela Meyer, Town of Eagle Resident
- Jerry Braatz, U.W. Extension

Public Comment

None.

Approval of the October 28, 2004, Minutes

- *Mr. Siepmann moved, seconded by Mr. Butler and carried unanimously, for approval of the October 28, 2004, Minutes.*

- **Overview of Regional Land Use Planning Process – Bill Stauber, SEWRPC**

Mr. Stauber explained that the discussion will include the nature of the regional plan, the purpose of updating the plan, the general process of preparing the plan, how to access the plan and concepts of the plan. He presented a Power Point presentation to the Committee. The current planning process will result in a fifth generation land use plan, looking ahead to the year 2035. The new plan would re-affirm key concepts of the currently adopted plan, reflect new projections of population and employment and reflect changes in the region since the last plan, including changes in the County and local plans. The basic functions of the Regional Land Use Plan are that it comprises the basic element of the comprehensive plan for the region, serves as a basis for the preparation of a regional transportation plan and provides the framework for County and local planning. With respect to urban land uses, the plan addresses the general location and intensity of residential development and the location of larger concentrations of commercial, industrial and institutional uses. With respect to open uses, the plan addresses regionally significant environmental resources, highly productive agricultural lands and other rural areas.

The current plan update is prepared under the guidance of the Commission's Advisory Committee on Regional Land Use Planning. Major steps in the planning process include:

- Inventory-data collection (population and households, employment/jobs by industry, land use, public utilities/sewer and water supply service, environmental corridors and isolated natural resource areas, community plans and community zoning).
- Evaluation of the implementation status of the currently adopted plan (reviewing conformance/departure of actual trends in population and employment from what is projected in the plan).
- Socioeconomic projections (projections to the year 2035 by population, age, sex, households and employment).
- Formulation of objectives and standards.
- Plan design, evaluation and refinement.

The website for accessing the planning program is www.sewrpc.org

Click on: "Review and Update of the Regional Land Use and Transportation System Plans for Southeastern Wisconsin". The website contains the Advisory Committee agenda and meeting minutes, newsletters, preliminary draft chapters of the report which will document the Year 2035 Regional Land Use Plan, preliminary draft copies of reports presenting the new year 2035 population and employment projections.

Plan recommendations, which are expected to be carried into the new plan, are related to urban development, environmentally sensitive areas and agricultural and other rural areas. With respect to new urban development, it should occur in existing urban centers as infill, in defined urban growth areas, in areas which are covered by suitable soils (not subject to flooding and erosion) and readily served by municipal facilities and services and should occur in planned neighborhoods served by a local park and shopping areas. With respect to environmentally sensitive areas, the plan recommends preservation of primary environmental corridors, described as regionally significant large elongated areas in the landscape containing concentrations of natural resource base features. The plan also recommends preservation of

secondary environmental corridors and isolated natural resource areas, described as smaller, however, significant areas containing concentrations of natural resource features. Mr. Kolb asked if the one unit per five-acre density would be changed? Mr. Stauber replied, "No". Mr. Kolb expressed concerns that open space could be increased at the expense of basic development, which occurs now in upland environmental areas. Mr. Stauber responded, that the Staff's (SEWRPC's) position is, that they do not foresee any change in the basic recommendation. The plan would also recommend for the preservation of agricultural and other rural land recommendations described as the most productive farmlands in the region. Other areas located beyond the planned urban service areas should be retained in rural use including rural density residential development. He mentioned that the current Waukesha County Development Plan is consistent with the adopted regional plan.

A member of the Committee asked how SEWRPC compares with other regional planning agencies in the state, in terms of delivery of services and if all the regional plan commissions function in the same way? Mr. Stauber replied, that SEWRPC provides more service and detail in terms of land use and transportation. He was unsure how other agencies work, however, in his opinion SEWRPC's Plan is much more detailed. There was discussion regarding water resource issues, including surface water quality, stormwater management and water supply issues. Mr. Shaver suggested the Committee review Chapter 3 (Trends and Issues) on SEWRPC's website.

**Discussion of Agriculture, Natural and Cultural Resources Element Subcommittee meeting
December 9, 2004 – Jim Siepmann, Subcommittee Chairman**

Mr. Siepmann indicated the Subcommittee discussed mineral extraction lands (present, active and planned areas of extraction in Waukesha County). The Waukesha County Mineral Extraction Advisory Committee (MEAC) has been asked to define several issues with regard to extraction (buffers, traffic, sound, highway use, etc.). The Subcommittee discussed an overview of the Park and Open Space Plan (coordinated park and open space plans between all municipalities in Waukesha County-presented by Mr. Kavemeier). It was suggested that Mr. Kavemeier, Parks System Manager, share his presentation with the Comprehensive Development Plan Advisory Committee. Another item discussed was an overview of the current Prime Agricultural Land designation.

Mr. Shaver said Prime Agricultural Lands could be defined based upon soils and their ability to grow crops and/or a combination of soils and the availability of farm support networks. He pointed out on the soils map, areas in the County (mainly Oconomowoc, Eagle and Muskego) which contain Class I or II soils (soils of nationwide importance and are good for high yield crop production). He then pointed out the Class III soils (soils of statewide importance). The Farmland Preservation Program was created in the 1970's and developed in response to the farm communities desire to have property tax relief/credit. In order to receive the credit, the farmland must be identified as Prime Agricultural or transitional agricultural land. Subsequently, the region (southeastern Wisconsin), the State and Waukesha County aggressively identified prime agricultural lands so more people would be eligible for the tax relief (Class I, Class II and Class III soils). The parcel size was required to be 35 acres or greater and the block size (adjacent farms) 100 acres in size.

The Farm Preservation Program did not work out the way it was originally envisioned. Instead of property tax relief, the formula used to calculate the credit was a combination of property taxes paid and household income. Due to the formula, the credit was not enough incentive for landowners to preserve agricultural lands. When the County Development Plan was updated, the agricultural community requested a modification of what should be Prime Agricultural. It was decided that a farm unit must be located in a

block of farmland at least five square acres in size (changed from the 100-acre block size). The rationale for the definition change is contained in Chapter IX of the existing Waukesha County Development Plan. The Agriculture, Natural and Cultural Resources Element Subcommittee will lay out on a map the changes in land use and how areas identified as Prime Agricultural in the past have now developed.

Standards for the Subcommittee to determine would include:

- Acreage for the size of the farm unit. The Staff recommends changing the 35-acre minimum to a 35-acre density with minimum lot sizes of one acre.
- Soil types (Class I, II and III vs. Class I and II).
- Block size for agricultural areas, currently 5 square miles

It was suggested that the timetable for the preparation of the Comprehensive Plan as it relates to the Subcommittee needed to be amended to include a block of time between October/December 2005 for the Subcommittee to reconvene and discuss the draft Park and Open Space Plan. The amended timetable will be posted on the website.

Mr. Shaver suggested the Committee concur regarding amending the timetable of the Agriculture, Natural and Cultural Resources Subcommittee as noted above. Chairperson Henderson suggested it placed on the next agenda for the Committee. Mr. Siepmann indicated the next meeting of the Subcommittee would be February 3, 2005, from 9:00 a.m. to 11:00 a.m.

Creation of Intergovernmental Cooperation Element Subcommittee

Mr. Shaver said the objectives of the Subcommittee would be to:

- Conduct an analysis of existing housing stock in municipalities and an analysis of need.
- Complete an inventory and analysis of publicly assisted housing within the County and other governmental sponsored housing efforts.
- Discuss past land use practices and opportunities to coordinate the planning of school districts.
- Identification of existing municipal Boundary Agreements.
- Examine the work of other Subcommittees for opportunities for cooperation on issues.

He explained, if the housing pieces were removed, most of the focus of the Subcommittee is designed to join municipal leaders together to discuss opportunities to coordinate on issues. The vision is to have a group of leaders serve on the Subcommittee to look at the issues raised by the other subcommittees and craft for the implementation chapter, opportunities for governmental cooperation. The Waukesha County Cooperation Council is group of lead elected officials from every municipality in Waukesha County. However, there may not be enough for them to do to serve the Subcommittee. He suggested, the Intergovernmental Cooperation Subcommittee not be created and use two other Subcommittee objectives be transferred to other subcommittees. The housing discussion and work could be transferred to the Land Use Subcommittee (mid 2005). The Waukesha County Cooperation Council could be used as the body to deal with the intergovernmental discussions brought out of the planning process.

A member of the Committee asked, if the Cooperation Council were used in lieu of the Intergovernmental Cooperation Element Subcommittee, would there be any assurance that the Council would be prepared to meet this Committees' deadlines and expectations in terms of producing the end result? Mr. Shaver replied that he was unsure at this point, however, he plans on scheduling a meeting with Mayor Wysocki, Mr. Henderson and Mr. Finley in early January to discuss the question listed above. A question was asked

as to who would write the element of the Comprehensive Plan? Mr. Shaver replied that Mr. Braatz would work on the document itself as the chapters are completed per the timetable. The Committee agreed that they would like to explore the approach described by Mr. Shaver for the Subcommittee. No motion or vote would be taken until after the Cooperation Council is contacted and is willing to assist and the matter would be placed on the next agenda to amend the scope.

Discussion of final Draft Chapter 1

Chairperson Henderson indicated at the October 28, 2004, meeting, a number of definitions were discussed and the Committee was to consider if a Glossary of Terms section or separate chapter dealing with terms used in the new Plan would be utilized. Mr. Ertl, from the City of Brookfield submitted potential definitions for “urban”, “urban cluster” and “rural” and SEWRPC submitted a number of definitions of commonly used planning terms. Chairperson Henderson also submitted a number of terms, which could be defined.

Mr. Shaver said as the definitions evolve, the Glossary of Terms section would be formed. Definitions for terms such as “urban” and “rural” may want to be decided early on in the preparation of the text. During the process, the Committee may wish to define terms as the discussions go forward. He mentioned earlier in the week at the Advisory Committee for the regional plan, the same questions were asked. The Regional Planning Commission and planners described “urban land use” as land use categories which have less than five-acre densities (lot sizes) and where 80% of the housing development occurs in those zones because of the availability of urban services (sewer, enhanced transportation corridors). A member of the Committee expressed concerns assigning specific acreages for the terms “urban and rural”, however, “urban cluster” could have a density calculation. Mr. Shaver pointed out that acreage assigning is driven by municipal decisions to extend sewer. Urban land use could be described as infill development on existing sewer and urban cluster could be development in the sewer service area where the extension has not yet occurred. Rural uses could be described as large lots of five-acre density or greater where the agricultural use occurs and can exist with other land uses in a rural setting.

Mr. Shaver suggested that it may be premature to define the above terms, at this point. Additional information will be brought before the Committee in the future. The Committee agreed.

Next Meeting Topics and Date

The next meeting will be held Thursday, March 3, 2005, at 4:00 p.m. in Room 255/259 of the Waukesha County Administration Center.

Possible Topics for review:

- Additional terms for the Glossary
- Park and Open Space Presentation
- Update from the Agriculture, Natural and Cultural Resources Element Subcommittee (Jim Siepmann)
- Grant Status
- Update on Chapter 1 changes

There being no further business to come before the Committee, Mr. Siepmann moved, seconded by Mrs. Holtz to adjourn at 6:07 p.m.